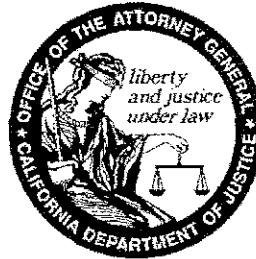


EXECUTIVE SECRETARY, RESEARCH ADVISORY PANEL

DEPARTMENTAL OPEN SPOT – SAN FRANCISCO



State of California
**DEPARTMENT OF
JUSTICE**
P.O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED
NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL
BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE
STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE

September 15, 2006 – Applications (Form STD 678) must be **POSTMARKED (U.S. MAIL)**
no later than the final filing date. Applications postmarked, personally delivered or received via
interoffice mail after the final filing date will not be accepted for any reason.

WHO SHOULD APPLY

Persons who meet the minimum qualifications by the final filing date as stated on this bulletin.

HOW TO APPLY

Applications (Form STD 678) may be downloaded from the State Personnel Board's website at
www.spb.ca.gov. Applications must be mailed to or filed in person with:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR BY E-MAIL.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this
examination, please mark the appropriate box in question #2 on the "Examination Application". You
will be notified in writing to determine what assistance can be provided.

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that the oral interview will be administered **September/October 2006**. If conditions
do not warrant, an oral interview, an Experience and Education evaluation will be administered.

SALARY

\$4963- 6034

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Department of Justice. The list will be
abolished 12 months after it is established unless the needs of the service and conditions of the list
warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the experience and/or education requirements for this examination by the
final filing date.

NOTE: All applications/resumes must include "to" and "from" employment dates (month/day/year),
time base, and applicable classification title(s). Applications/resumes without this information will be
rejected.

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EXECUTIVE SECRETARY, RESEARCH ADVISORY PANEL

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MINIMUM QUALIFICATIONS

Possession of a valid certificate of registration on a licentiate in pharmacy issued by the California State Board of Pharmacy.

and

Experience: Five years of progressively responsible experience in the practice of pharmacy or in a research, teaching, or consult at field related to pharmacy, two years of which must have been in a supervisory or administrative capacity including or supplemented by experience in the design, execution or analysis of laboratory and clinical drug research. (Experience in the California state service applied toward this requirement must include two years in a class at a level of responsibility at least equivalent to Consulting Pharmacist II, Department of Health.)

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

DEFINITION OF TERMS IN THE MINIMUM QUALIFICATIONS

“Duties comparable in level of responsibility” – the applicant must have State service experience of appropriate type and length in a classification at the same (or a higher) level of responsibility as the classification specified.

EQUIVALENT CLASSIFICATIONS

Classifications performing duties comparable in level of responsibility to those of a Consulting Pharmacist II, Department of Health.

THE POSITION

The Executive Secretary plans and implements approved programs of the Research Advisory Panel; attends meetings of the Panel; handles administrative and executive matters in connection with such meetings; review practices and problems in the administration of the provisions of law relating to drug treatment programs; conducts on site inspections of drug research programs and evaluates the effectiveness of the researcher in meeting stated goals; checks for compliance of such programs with the criteria and safeguards established by the Panel; acts as a technical resource person during legislative hearings as required; confers with the representatives of other agencies and establishes and maintains liaison with agencies and organizations involved in the activities under consideration by the Panel; evaluates statistical data and reports prepared by agencies, organizations, universities, or individuals engaged in drug research programs; prepares reports of expenditures and recommendation for achievement of program objectives; prepares the Panel's annual report to the Governor and the Legislature; directs the administration and business activities of the Panel, including budget and fiscal management; prepares correspondence; addresses private, public or professional groups or organizations as required to achieve program objectives.

EXAMINATION INFORMATION

The examination will consist of a Qualifications Appraisal Interview (QAP). The interview will include a number of job related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. Methods and techniques used to monitor, review, audit, and evaluate programs.
2. Computer systems in order to learn software applications and use them in an effective manner.
3. Laws related to controlled substances and other drugs.
4. Communication principles and techniques to effectively disseminate information in individual as well as group settings.

CONTINUE TO THE NEXT PAGE

EXAMINATION
INFORMATION (cont)

ABILITY TO:

- 1. Work independently to meet deadlines with minimal supervision.
- 2. Be flexible in adapting to changes in priorities, work assignments, and other interruptions, which may impact pre-established courses of action for completing or progressing with projects and assignments.
- 3. Conduct in depth research and analyses to support work assignments.

SKILL TO:

- 1. Communicate effectively in writing in a courteous, professional manner with a variety of individuals taking into consideration the needs of the audience.
- 2. Read and comprehend reports, memos, research study protocols and other job-related materials and documents.
- 3. Operate a personal computer in order to perform word processing, spreadsheet, and presentation development activities.
- 4. Objectively identify all facts and implications related to a situation before drawing conclusions and determining courses of action.

QUALIFICATIONS APPRAISAL INTERVIEW --- WEIGHTED 100.00%

NOTE:
If conditions warrant this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out Admittance to the Examination carefully to see what kind of information will be useful to the staff doing the evaluation.

VETERANS
PREFERENCE
CAREER CREDITS

Veterans Preference Credits will not be granted in this examination.

Career Credits will not be granted in this examination.

CONTINUE TO THE NEXT PAGE

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice (www.ag.ca.gov), the State Personnel Board (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2 State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 324-5039